

SECRET

402-56

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE



25X1

FEDERAL CREDIT UNION



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Approved For Release 2005/08/17 : CIA-RDP78-00487A000100240001-6

RECORDS DISPOSITION AUTHORITY

Records Control Schedule (No. 40a-56) for the

Federal Credit Union is approved and
authority hereby given to implement the disposi-
tion instructions contained therein.

25X1

Preparation and Review:

14 August 1956
Date

25X1

14 Aug. 1956
Date

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The Accounting Manual for Federal Credit Unions, published by the Department of Health Education and Welfare, was used as a guide in preparing this schedule. For records not covered by the manual comparison was made with similar type records of this Agency and disposition recommended accordingly.

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SCHEDULE NO.

40a-56

25

CONCURRENCE

OFFICE, DIVISION, BRANCH

Federal Credit Union

ITEM
NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

SUBJECT FILE

Consists of correspondence, reports, and other papers pertaining to the administration of the Agency Credit Union System.

a. Permanent Records- Consisting of the Charter, by laws and amendments, correspondence from the Bureau of Federal Credit Unions, etc. Filed alphabetically by subject.
(1950-1956)

1.0

Permanent. Disposal not authorized by this schedule. (Retain in current files area.)

b. Temporary Records- Consisting of correspondence on membership applications, loan applications, dividends, delinquent accounts, extra copies of Credit Committee reports, etc. Filed alphabetically by subject.
(1950-1956)

3.0

Temporary. Destroy when 5 years old. (Cut off at end of every other year; transfer to Records Center 1 year thereafter.)

2

CREDIT COMMITTEE FILE

Consists of the official minutes, reports, and other correspondence related to the meetings of the Credit Committee for the Northwest Federal Credit Union. Minutes are recorded on Form FCU-203, (no title) which contains information on loan applications approved and rejected, members present, actions taken by the committee, etc. Copies of pertinent financial and statistical reports and Supervisory Committee audit reports are also in this file. Filed chronologically.
(1947-1954)

1.8

Permanent. Disposal not authorized. Cut off every other year and transfer to Records Center 1 year thereafter.

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3	<p>FINANCIAL AND STATISTICAL REPORTS FILE</p> <p>Consists of copies of financial and statistical reports prepared at prescribed intervals reflecting the financial status of the Credit Union including the net profit or loss.</p> <p>a. Form FCU-109, Financial and Statistical Report, submitted to the Board of Directors monthly. Filed chronologically. (1947-1956)</p> <p>b. Form FCU-521, Financial and Statistical Report, prepared annually for the Bureau of Federal Credit Unions. Filed chronologically. (1947-1955)</p>	.2 .1	<p>Permanent. Disposal not authorized. Retain in current files area indefinitely.</p> <p>Permanent. Disposal not authorized. Retain in current files area indefinitely.</p>
4	<p>DIVIDEND RECORD FILE</p> <p>Consists of Form FCU-112, Dividend Record, containing the names of Credit Union members receiving dividends. This form is prepared annually and shows the rate of interest being paid, members name and account number, total amount of dividend for each, etc. File is arranged chronologically and by account number thereunder. (1948-1955)</p>	.6	Temporary. Destroy 5 years after annual audit.
5	<p>TIME AND ATTENDANCE FILE</p> <p>Consists of SF-1130, Time and Attendance Report, maintained on Credit Union employees as a record of their sick leave, annual leave, overtime worked, etc. Filed alphabetically by name. (1955-1956)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
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6	<p>MEMBERSHIP CARD FILE</p> <p>Consists of Form FCU-150-123, a dual purpose 3"x5" card. One side of this form serves as an Application For Membership, the other as a Joint Share Account Agreement. These cards provide a source of information to the board of directors when approving membership applications, contain signatures of members for identification purposes, and provide for the right of survivorship under the joint agreement. Filed alphabetically by name. (1947-1956)</p>	2.5	Permanent. Disposal not authorized by this schedule. (Place in inactive file upon termination of account and retain in current files area indefinitely.)
7	<p>SHARE AND LOAN LEDGER CARD FILE</p> <p>Consists of Form FCU-2-401, Individual Share and Loan Ledger, maintained on all members of the Credit Union. These 6"x8" cards are used to record shares purchased by members, dividends paid to members, payments made on loans, and contain a running balance of the account. Entries on the cards are totaled and posted to the general ledger monthly. Filed numerically by account number. (1947-1956)</p>	9.3	Permanent. Disposal not authorized by this schedule. (Place in inactive file upon termination of account and retain in current files area indefinitely.)
8	<p>MEMBERSHIP ACCOUNT NUMBER REGISTERS</p> <p>Consists of loose-leaf binders containing registers used to assign account numbers to Credit Union members. Registers contain name of employee, number assigned, and date. Arranged numerically by account number. (1947-1956)</p>	.2	Temporary. Destroy when 3 years old. (Cut off at end of each year; destroy 3 years thereafter.)
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9	<p>MEMBERSHIP CASE FILES</p> <p>Consists of case files initially maintained on individual Credit Union Members. These files contain loan applications, extension agreements, reports, correspondence, and similar material. These files are being converted into individual file units where current material is being filed. (1947-1955)</p>	38.4	Discontinue future maintenance of this file. (Screen and destroy correspondence prior to 1955; file remainder in appropriate file units.)
10	<p>NOTE FILE</p> <p>Consists of the original copies of the Application For Loan, the Note, and the Extension Agreement when appropriate. These documents are prepared for each loan made by the Credit Union and serve as the official record of agreements and understandings between the maker and holder of the note. Filed numerically by Note Number. (1949-1956)</p>	3.6	Temporary. Return Note and Extension Agreement to maker upon final payment. (Place Application For Loan in inactive file; screen annually and destroy those indicating a period of 7 years since final payment.)
11	<p>NOTE NUMBER REGISTERS</p> <p>Consists of registers used to assign control numbers to approved loans. These numbers are recorded on the Note and related material. Registers contain number assigned, name of employee, and date. Arranged numerically by Note Number. (1953-1956)</p>	.2	Temporary. Destroy when 3 years old. (Cut off at end of each year; destroy 3 years thereafter.)
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15	<p>DELINQUENT ACCOUNTS CARD FILE</p> <p>Consists of 5"x8" cards prepared on delinquent accounts and used to record the dates delinquency notices were sent and dates replies were received. When appropriate, cards contain a notation that the account has been referred to a collection agency. Arranged by status of the account and alphabetically by name thereunder.</p> <p>(1950-1956)</p>	.2	Temporary. Destroy related card upon final disposition of case.
16	<p>PAYROLL DEDUCTION FILES</p> <p>Consists of machine listings and a 5"x8" card file containing the names of those members who have authorized payroll deductions to repay loans, purchase shares, or both.</p> <p>a. Machine Listings - Containing the names of employee's account numbers, and amounts withheld from their pay. Listings are used to post entries to the Share and Loan Ledger Cards. Filed chronologically.</p> <p>(1955-1956)</p> <p>b. 5"x8" Card File - Containing the names of those employee's who have forwarded Form 56MM-4, Authority To Make Payroll Deductions, to the Office of The Comptroller. Filed numerically by account number.</p> <p>(1954-1956)</p>	<p>1.5</p> <p>.2</p>	<p>Temporary. Destroy when 5 years old. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)</p> <p>Temporary. Destroy when superseded or obsolete.</p>
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17	CASH ACCOUNT BALANCE FILES		
	Consists of vouchers, cancelled checks, Trial Balance Sheets, bank statements, Journal And Cash Records, Treasurer's Daily Reports, and similar types of material used to balance and account for cash receipts and disbursements on a daily basis.		
	a. Journal And Cash Record File- Consisting of copies of Form FCU-101, containing a record of each transaction with debit and credit entries used to balance cash and serves as a work sheet for the General Ledger. Filed chronologically. (1947-1956)	.8	Incorporate each years accumulation with corresponding General Ledger, (item 18.)
	b. Cancelled Check File - Containing cancelled checks which represent receipts for expenditures and bank statements reflecting the current status of the account. Filed numerically by check number. (1955-1956)	.7	Temporary. Destroy 5 years after audit. (Cut off at end of each year; transfer to Records Center after annual audit.)
	c. All Other Material - Consisting of vouchers, posting machine tapes, Treasurer's Daily Reports, Daily Cash Settlement Sheets, used bank books, Cash Received Vouchers, Share Withdrawal Receipts, etc. Filed chronologically. (1955-1956)	19.6	Temporary. Destroy 5 years after audit. (Cut off at end of each year; transfer to Records Center after annual audit.)
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18	<p>GENERAL LEDGER FILES</p> <p>Consists of Form CU-102, General Ledger, Form CU-108, Bank Reconciliation, Form FCU-104, Expense Ledger, and Form FCU-101, Journal And Cash Record, maintained as accounting records for the receipt and disbursement of funds. The General Ledger contains debit and credit entries and reflects a summary of the transactions. (1947-1956)</p>	1.0	<p>Permanent. Disposal not authorized. Retain in current files area indefinitely.</p>
19	<p>MACHINE LISTINGS</p> <p>Consists of copies of machine listings containing rosters of Credit Union members and statistical information such as account numbers, new members, etc. Members are added or deleted from listings by forwarding notifications to Machine Records. Maintained for convenience of reference. (Current)</p>	1.6	<p>Temporary. Destroy upon verification of revised listings.</p>
20	<p>DISPATCH LOG</p> <p>Consists of copies of Form 35-31, Abstract File Slip, containing a record of dispatches received from, and, dispatches forwarded to field stations. Filed by area code designation. (1955-1956)</p>	.1	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
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